

Proposed Reply to Congressional Inquiries

Thank you for your letter of (date) concerning Mr. (name), an employee of this Agency.

Mr. (name) has been advised that he is surplus to our need for personnel in his career field and that his employment with the Agency may therefore be terminated in the next few months. This action was taken under a manpower control program established over a year ago and some thirty employees have been released from the Agency under similar circumstances during the past year. Mr. (name) and other employees who have received similar notifications are being considered for assignment in other career fields in the Agency.

I would like to emphasize that employees released under this program are not being separated for poor performance or for misconduct or as security risks and they will be assisted by the Agency in seeking other employment.

Your inquiry on behalf of Mr. (name) is appreciated and I hope that the information provided above answers your questions concerning his status.

Sincerely,

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